AMPO
DMHRSi Timecard Compliance

Defense Medical Human Resource System internet, DMHRSi

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SECURITY CLASSIFICATION: FOUO

PURPOSE

This presentation is designed to provide guidance on the use of the **DMHRSi** DoD Batch and Timecard Status Report as an auditing tool to facilitate Timecard submission and ensure MEPRS data is complete.

OUTLINE

Objectives: at the end of the session, participants will be able to 1) understand the purpose and importance of the DoD Batch and Timecard Status Report for monthly processing 2) understand how to utilize the report to identify non-compliant workcenters.

1. Background
2. AMPO DMHRSi Timecard Compliance
3. DoD Batch & Timecard Compliance Report: How the report works?
4. Common DMHRSi Timecard Issues
5. Requesting AMPO Assistance

AMPO DMHRSi Timecard Compliance

BACKGROUND

AMPO TIMECARD COMPLIANCE REPORT

AMPO releases a Timecard Compliance Report by site:

- On the 16th calendar day after end of each pay period.
- The report includes the 5 last pay periods for comparison.
- Used to brief the Medical Command on the site's performance and support MTFs in resolving data issues.

DMHRSi DoD Batch and Timecard Compliance Report

AMPO DMHRS*i* TIMECARD COMPLIANCE

AUDITING DoD BATCH AND TIMECARD STATUS REPORT

The DoD Batch and Timecard Status Report is reviewed by AMPO staff for:

1. Timecard compliance
2. Data accuracy
3. Abidance to AMPO guidance, DoD 6010, AMPO reporting components, and AMPO FY Business rules.

Since the report includes the majority of HR data elements linked to personnel records, if audited proactively can aid MEPRS staff to streamline end-of-the-month processing.

AMPO DMHRSi TIMECARD COMPLIANCE REPORT

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DMHRSi TIMECARD COMPLIANCE

Generated on the 16th Calendar Day after end of Pay Period

SITE NAME	PPE 19-Nov-2011			PPE 03-Dec-2011			PPE 12/17/2011 *			PPE 31-Dec-2011			
	Total TC	Approved	Compliance	Total TC	Approved	Compliance	Total TC	Approved	Compliance	Total TC	Approved	Compliance	Total TC
NORTHERN REGIONAL MEDICAL COMMAND													
IRELAND ACH-FT. KNOX	1,646	1,606	97.57%	1,815	1,773	97.69%	1,889	1,766	93.49%	1,840	1,751	95.16%	1,78
KIMBROUGH AMB CAR CEN-FT MEADE	1,212	1,212	100.00%	1,247	1,229	98.56%	1,255	1,253	99.84%	1,166	1,166	100.00%	1,16
KELLER ACH-WEST POINT	902	892	98.89%	902	893	99.00%	916	842	91.92%	901	892	99.00%	89
WOMACK AMC-FT. BRAGG	3,892	3,537	90.88%	3,984	3,915	98.27%	3,930	3,667	93.31%	4,042	3,972	98.27%	3,99
MCDONALD AHC-FT. EUSTIS	702	702	100.00%	721	717	99.45%	655	654	99.85%	734	734	100.00%	73
KENNER AHC-FT. LEE	515	515	100.00%	515	515	100.00%	518	518	100.00%	519	519	100.00%	52
GUTHRIE AHC-FT. DRUM	820	820	100.00%	843	843	100.00%	844	844	100.00%	852	852	100.00%	85
SOUTHERN REGIONAL MEDICAL COMMAND													
FOX AHC-REDSTONE ARSENAL	215	215	100.00%	209	209	100.00%	209	209	100.00%	213	213	100.00%	21
LYSTER AHC-FT. RUCKER	361	361	100.00%	359	359	100.00%	362	362	100.00%	362	362	100.00%	36
EISENHOWER AMC-FT. GORDON	2,902	2,822	97.24%	3,148	3,048	96.82%	3,036	2,878	94.80%	3,132	3,034	96.87%	3,08
MARTIN ACH-FT. BENNING	1,606	1,606	100.00%	2,155	2,155	100.00%	2,143	2,143	100.00%	2,165	2,165	100.00%	2,13
WINN ACH-FT. STEWART	1,817	1,817	100.00%	1,818	1,818	100.00%	1,791	1,791	100.00%	1,770	1,770	100.00%	1,83
BLANCHFIELD ACH-FT. CAMPBELL	2,212	2,212	100.00%	2,237	2,235	99.91%	2,184	2,184	100.00%	2,251	2,251	100.00%	2,22
BAYNE-JONES ACH-FT. POLK	905	905	100.00%	915	915	100.00%	914	913	99.89%	904	904	100.00%	91
REYNOLDS ACH-FT. SILL	1,537	1,537	100.00%	1,533	1,533	100.00%	643	643	100.00%	1,563	1,563	100.00%	1,53
MONCRIEF ACH-FT. JACKSON	1,168	1,168	100.00%	1,193	1,193	100.00%	1,187	1,187	100.00%	1,190	1,190	100.00%	1,17
BROOKE AMC-FT. SAM HOUSTON	6,667	6,014	90.21%	7,175	7,112	99.12%	6,772	6,489	95.82%	7,160	6,894	96.28%	6,97
DARNALL AMC-FT. HOOD	3,603	3,603	100.00%	3,727	3,727	100.00%	3,729	3,729	100.00%	3,786	3,786	100.00%	3,72
WESTERN REGIONAL MEDICAL COMMAND													
BASSETT ACH-FT. WAINWRIGHT	891	891	100.00%	903	903	100.00%	894	894	100.00%	883	883	100.00%	88
R W BLISS AHC-FT. HUACHUCA	395	395	100.00%	423	423	100.00%	425	425	100.00%	423	423	100.00%	41
EVANS ACH-FT. CARSON	2,178	2,140	98.26%	2,190	2,176	99.36%	2,213	2,172	98.15%	2,413	2,410	99.88%	2,41
IRWIN ACH - FT. RILEY	1,379	1,379	100.00%	1,405	1,405	100.00%	1,414	1,414	100.00%	1,411	1,411	100.00%	1,43
WEED ACH-FT. IRWIN	469	469	100.00%	464	425	91.59%	461	412	89.37%	485	426	87.84%	48
MUNSON AHC-FT. LEAVENWORTH	301	301	100.00%	407	407	100.00%	410	410	100.00%	429	429	100.00%	42
L. WOOD ACH-FT. LEONARD WOOD	1,226	1,221	99.59%	1,408	1,383	98.22%	1,413	1,361	96.32%	1,420	1,417	99.79%	1,42
WILLIAM BEAUMONT AMC-FT. BLISS	3,599	3,599	100.00%	3,645	3,645	100.00%	3,631	3,631	100.00%	3,652	3,652	100.00%	3,59
MADIGAN AMC-FT. LEWIS	4,616	4,507	97.64%	4,926	4,809	97.62%	4,685	4,346	92.76%	4,954	4,805	96.99%	4,73
PACIFIC REGIONAL MEDICAL COMMAND													
TRIPLER AMC-FT SHAFTER	4,506	4,330	96.09%	4,755	4,613	97.01%	4,508	4,292	95.21%	4,767	4,663	97.82%	4,49
BG CRAWFORD SAMS AHC-CAMP ZAMA	187	174	93.05%	185	180	97.30%	185	178	96.22%	187	184	98.40%	18
BRIAN ALLGOOD ACH-KOREA	1,333	1,332	99.92%	1,393	1,393	100.00%	1,382	1,382	100.00%	1,384	1,384	100.00%	1,39
EUROPEAN REGIONAL MEDICAL COMMAND													
HEIDELBERG MEDDAC	826	826	100.00%	820	819	99.88%	808	808	100.00%	800	800	100.00%	79
LANDSTUHL REGIONAL MEDCEN	3,554	3,241	91.19%	3,552	3,335	93.89%	3,557	3,166	89.01%	3,586	3,282	91.52%	3,62
BAVARIA MEDDAC	956	956	100.00%	1,061	1,060	99.91%	1,088	1,087	99.91%	1,072	1,068	99.63%	1,06
PAY PERIOD COMPLIANCE AVERAGE			98.50%			98.90%			97.75%			98.71%	

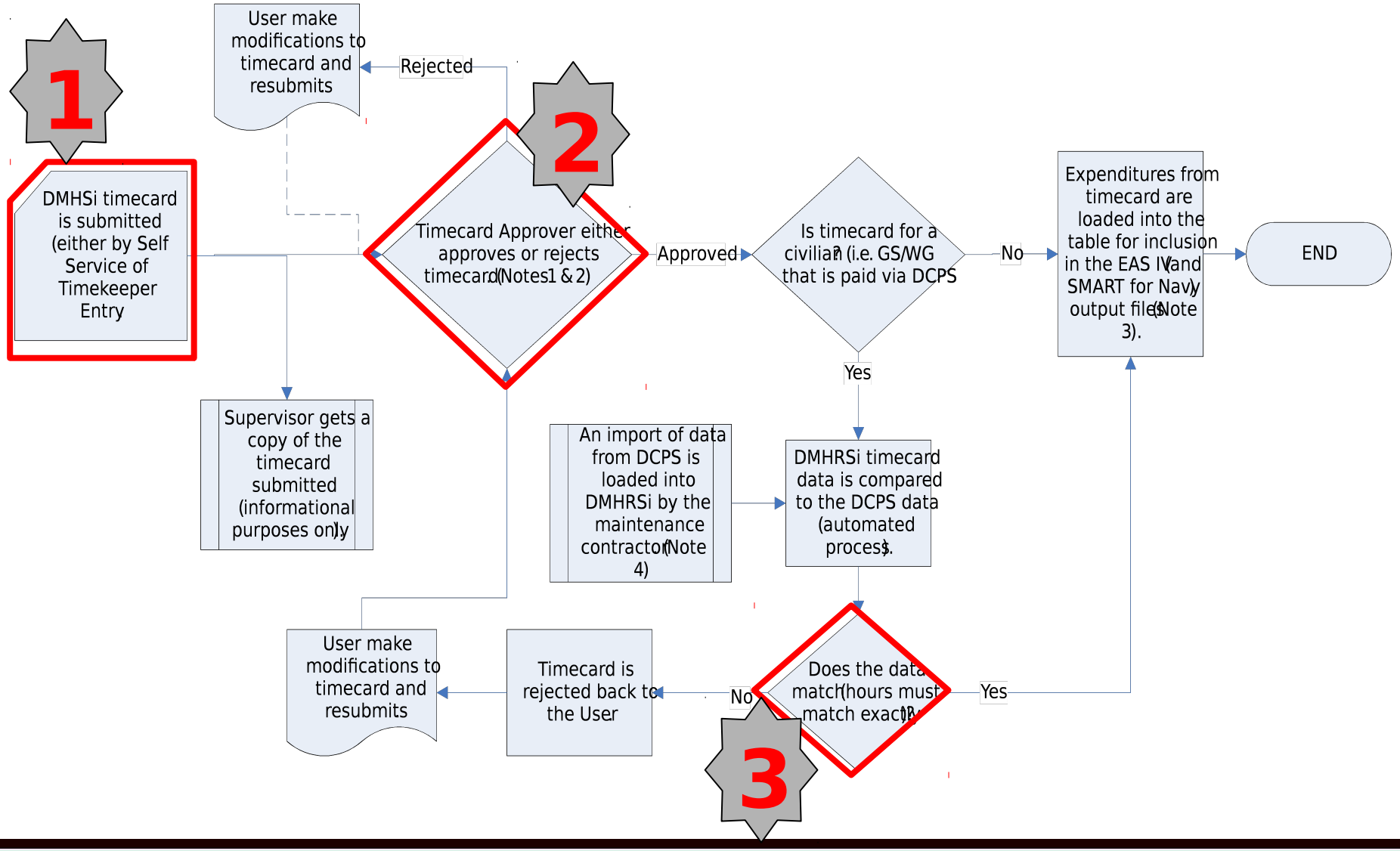
* Note: Due to system unavailability DMHRSi Timecard Compliance for PPE 17DEC2011 was expected to be low.

Last Update 1/31/2012

DMHRSi DoD Batch and Timecard Status Report

HOW THE REPORT WORKS?

DMHRSi TIMECARD WORKFLOW PROCESS


1
DMHSi timecard is submitted (either by Self Service of Timekeeper Entry
User make modifications to timecard and resubmits
Rejected
2
Timecard Approver either approves or rejects timecard (Notes 1 & 2)
Approved
Is timecard for a civilian? (i.e. GS/WG that is paid via DCPS
No
Expenditures from timecard are loaded into the table for inclusion in the EAS IV (and SMART for Navy) output files (Note 3).
END
Yes
Supervisor gets a copy of the timecard submitted (informational purposes only)
An import of data from DCPS is loaded into DMHRSi by the maintenance contractor (Note 4)
DMHRSi timecard data is compared to the DCPS data (automated process).
User make modifications to timecard and resubmits
Timecard is rejected back to the User
Does the data match (hours must match exactly)?
No
Yes
3

DoD BATCH AND TIMECARD STATUS REPORT

The **DoD Batch and Timecard Status Report** through DMHRSi allows you to:

1. Export timecard compliance data from DMHRSi .
2. Select timecard data using criteria such as Date Ranges, Organization Parent DMIS ID, Group Parent DMIS ID, and Group Name for review.
3. Review multiple pay periods for data accuracy.
4. Include all Payrolls such as civilian, military, and contractor for data audit.

DoD BATCH AND TIMECARD STATUS REPORT FUNCTIONALITY

The query allows users to:

1. Report Dual Component Employees' Assignment Details.
2. Report Rejected or not submitted timecards for compliance.
3. Have the Ability to identify time reporting requirements.
4. Define the Assignment Category.
5. Identify who entered time for the employees and submitted the timecards.

DMHRSi DoD Batch and Timecard Status Report

COMMON DMHRSi TIMECARD ISSUES

DMHRSi TIMECARD SUBMISSION ISSUES

The major concerns affecting DMHRSi Timecards submission are:

1. Users inability to login to the system
   - Due to accounts end-dated for inactivity
   - Network security and Java settings
   - Individual Computers setting and browsing clean up
2. Timekeepers' roles end-dated due to inactivity
3. Civilian users timecards rejections
4. Lack of end-users and timekeepers knowledge about how to correctly report time

PROCESS HIGHLIGHTS

During the DMHRSi Timekeeping process it must be considered that:

1. Civilian Timecards reconcile with the DCPS System about 10 days after the end of the pay period. During this process and until reconciliation is completed those timecards will show as submitted in the system even when “Approved.”
2. A timecard approver cannot make changes to a submitted timecard – approvers can only reject the timecard with comments for the employee to make corrections and resubmit.
3. Timecard approvers will make sure dual component employees populate the person type field on every row of their timecards. Failing to do so will cause the timecard to lock.

PROCESS HIGHLIGHTS - Continuation

4. Timecard data is imported into the staging tables via an automated process (PRC: TRANSACTION IMPORT). This process is run automatically every night. Timecards can take up to 24 hours to flow from one status to another.
5. If timecards are not approved or rejected within 7 days of submission, the system will automatically reject the timecard with a message for the employee explaining the timecard was not approved/rejected by the timekeeper within established deadlines.
6. AMPO does not count GME/GDE discrepancies against sites until the last pay period of the month, since GME/GDE timecards are required to be submitted on a monthly basis

DMHRSi DoD Batch and Timecard Status Report

REQUESTING AMPO ASSISTANCE

STUCK / LOCKED TIMECARDS

Timecards showing as locked should be submitted to AMPO immediately.

- Requests must be submitted via email to Elizabeth Arzola, Catherine Soto, MEPRS Army Func Spt and the site's AMPO Analyst.

DO NOT submit a timecard as stuck in a submitted status unless it has been in a submitted status for five working days; and you have verified that it is not in the Timecard Approver's worklist.

QUESTIONS

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